



Department of Administrative Services Customer and Employee Relations Job Announcement

ANNOUNCEMENT #: 200625

POSITION: Attorney

LOCATION: Risk Management Services Division
200 Piedmont Ave., Suite 1208 West Tower
Atlanta, GA 30334

APPLICATION DEADLINE: 06/30/06

WHO MAY APPLY: All applicants

PAY GRADE: 17

PAY GRADE SALARY RANGE: \$3,484.08 - \$6,110.30 per month

GENERAL DESCRIPTION: The Georgia Department of Administrative Services is currently accepting applications for the position of Attorney to work in its Risk Management Services Division (RMSD). This position performs legal assignments that may be broad, varied, and complex in nature. Serves in an advisory capacity, conducting research and legal analyses, and making recommendations to RMSD management. Participates in legal actions and decisions regarding workers' compensation, tort liability claims, etc. Provides recommendations and advice on the legal implications of current and/or amended business processes.

Required skills and abilities

- Leadership skills and the ability to work with and achieve results through others
- Professional management communications, interpersonal, persuasion, and presentation skills
- Team building skills and the ability to work independently as well as in a team-oriented environment
- Computer skills, including proficiency in Microsoft Word and Outlook

MINIMUM QUALIFICATIONS: Licensure to practice law in the state of Georgia
AND

Three (3) years of in-house counsel or law firm corporate practice experience.

PREFERRED QUALIFICATIONS: Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

Experience with insurance defense

Experience with personal injury litigation